



DEPARTMENT OF PERSONNEL

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MEMO PERD #32/00
October 31, 2000

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: ACCELERATED HIRING RATE AUTHORIZATIONS

All blanket authorizations for an Accelerated Hiring Rate (AHR) will expire on December 31, 2000. Future blanket authorizations will be on a calendar year basis.

NAC 284.204 allows the Department of Personnel to approve an AHR to meet a difficult recruiting problem. Such approval may be individual (the NPD-4 procedure) or blanket (where the recruiting difficulty is frequent and continuing).

Blanket AHR approval is based on our understanding that an agency has experienced recruiting difficulty and the following requirements of NAC 284.204 have been met:

1. The salary requirements and qualifications of all eligible persons were considered;
2. The adjustment is financially feasible;

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3. The adjustment will not cause inequity in the status of steps of current employees which would require salary adjustments for those employees which are financially infeasible; and
4. An accurate record is maintained indicating the factors considered and the justification for the adjustment.

If you desire to initiate or retain a blanket AHR for 2001 for a class used in your agency, please submit a request for approval to Mary Ellen Komac, Chief, Field Services Division, by December 1, 2000. Any current AHR approved since July 1, 2000, will automatically be reconsidered for 2001, and a new request will not be needed.

The NPD-4 procedure will remain available where blanket AHR authorizations are inappropriate.

JG:rb